HUMBERSIDE FIRE AND RESCUE SERVICE

EMPLOYEE SPECIFICATION

Estates Manager Post Ref:

Temporary ☐ Established ☑ Part-Time ☐ Full-Time ☑ Job Share ☐

	Prerequisite Specification	How Measured	Competent Specification
Experience	• Leading, monitoring and supporting people to meet Service need in relation to Estates functions. • Leading, motivating and managing teams, individuals and projects across the Service. • Engaging with stakeholders at relevant levels of the Service and across partner organisations. • Taking personal responsibility to put things right if they go wrong. • Monitoring the quality of Estates delivery and sharing information so that people know how well the Service is performing. • Taking ownership of change and supporting others to understand, adapt and implement change. • Setting up communication processes to ensure that people in the team have access to accurate information. • Managing large-scale capital programmes, estates, and facilities in a public sector or emergency services environment. • Overseeing planned, cyclical, and reactive maintenance across multiple operational sites. • Managing multidisciplinary design teams and contractors.	Application / PDR / Interview Process	• Implementing and evaluating Tactical Plans and objectives for Estates. • Putting the tactical plans into action and monitoring performance. • Leading, planning, implementing and evaluating change. • Applying political acumen in a Service environment. • Building collaborative relationships with internal teams and external partners. • Coaching and developing teams for high performance. • Monitoring and reporting financial targets taking into account the current and future resources needed to achieve the Service's plans. • Experience of working with Joint Estates Services (JES) or similar partnership arrangements.

	Prerequisite Specification	How Measured	Competent Specification
	• Financial and risk management in estates/facilities context. • Evidence of continuous professional development (CPD) in estates, facilities, or project management.		
Education Training Qualifications	• Formal degree qualification (Level 6 or above) in property, construction, facilities management, or related profession (e.g. BSc/BEng in Building Surveying, Construction Management, Facilities Management). • OR recognised professional qualification at NVQ Level 5 (or equivalent) in a property, construction, or facilities-related discipline, with substantial relevant experience. • Project management qualification (e.g. PRINCE2, APM, or equivalent) or relevant experience. • Health and safety qualification (e.g. NEBOSH General Certificate or equivalent). • Membership (or eligibility) of a relevant professional body (RICS, IWFM, CIOB).	Application / Course Management System (CMS)	• Qualification (Level 5) in Leadership and Management, or evidence of commensurate, relevant, experience.
Code of Ethics	• To practice and promote the Service's commitment to Equality, Diversity and Inclusion and Health and Safety Policies • To conduct oneself in a manner that is always consistent with the Service's Core Code of Ethics	Application / PDR / Interview Process	
Underpinning Knowledge	• Strong understanding of estates and facilities management, capital programme delivery, and compliance. • Knowledge of statutory, regulatory, and best practice standards for health, safety, accessibility, and sustainability.	Application / Interview Process	

	Prerequisite Specification	How Measured	Competent Specification
	• IT literacy (Microsoft Office, estates management systems). • Understanding of data governance, integrity, and confidentiality. • Equality, diversity and inclusion, with a commitment to fairness and dignity at work		
Skills/Personal Attributes	• Communication skills that demonstrate an ability to set out a clear sense of purpose to the wider team. • Communicates with passion and integrity to maintain and elevate the reputation of the Service to staff, stakeholders and the public. • Make decisions based on sound rationale utilising appropriate information. • Demonstrates outcomes that are solution focused and innovative in their approach. • Self-starter taking responsibility for personal and team development. • Works without direct supervision. • Discretion and maintains confidentiality. • Team Working. • Leadership, strategic thinking, and effective communication. • Ability to influence at all levels and build collaborative relationships. • Problem-solving, resilience, and adaptability.	Application / PDR / Interview Process	• Creates a culture in which individual and team wellbeing is a priority. • Champions the Service's ambition to display outstanding leadership at every level by creating conditions where people can thrive and develop. • Encourages a coaching culture. • Improves business processes to promote more efficient ways of achieving the Service's plans. • Creates a vision for Estates which embraces continuous improvement. • Challenges the status quo and benchmarks our performance against other Fire Services, other public services and other relevant business sectors. • Evaluates the impact of changes to Estates by identifying what has gone well/less well and why. Uses this information to inform continuous Service improvement.

	Prerequisite Specification	How Measured	Competent Specification
	• Preparation and presentation of reports and information in a user-friendly style. • Negotiation and interpersonal skills. • Ability to challenge the status quo and drive improvements. • Coaching and mentoring skills. • Ability to create a vision for estates management and continuous improvement.		
Working Arrangements	• Weekend and evening work may be required	Interview Process	